

**Michigan Adult Education Reporting System (MAERS)
User Profile Form – Step by Step Instructions**

A separate form must be completed for each user access request. User's must be employed by a fiscal agent or program provider that receives funds from an authorized fiscal agent.

Section 1 – User Information:

User Information: Please enter the last name, first name, middle initial, title and e-mail address of the user.

Section 2 – Fiscal Agency Information:

Fiscal Agency Information: Please enter the Fiscal Agency Code and the Fiscal Agency legal name.

Section 3 – Provider Information:

Provider Information: Enter the Program Provider Code and the Program Provider Name. (Please note that if you do not have a Program Provider Code, assigned by the Michigan Department of Education, then check the box under the Program Provider code.) This code is a five-digit code for school districts, a seven-digit code for intermediate school districts and a ten-digit code ending in a letter for all other organizations.

Section 4 – Service Class Requested:

Service Class Requested: It is important that you specify the MAERS Service Class using one of the following staff class codes:

FISCAL AGENCY STAFF CLASSES	
AE F/A Admin	Has view access to all student records for all Providers under the Fiscal Agency. Does not have ability to enter, edit, or delete records. Has access to all Fiscal-Agency level reports.

PROGRAM PROVIDER STAFF CLASSES	
AE Provider Admin	Has full read/write access to all student records within the Program Provider/Fiscal Agency combination. This includes ability to enter, view, edit, and delete records. Has access to all Provider-level reports.

Section 5 – Approval:

This form must be signed by the Superintendent of the school or the authorized official for the Adult Education program for other organizations. This must be the same signature that appears on the fiscal agent form.

Completed forms should be faxed to (517) 335-3630 or mailed to:

WorkForce Development Agency
Office of Adult Education
Victor Office Center, 2nd Floor
201 North Washington Square
Lansing, Michigan 48913